PROCEDURE FOR PROCESSING A&E CONSULTANT PURCHASE REQUISITIONS

Upon receipt of a hard copy purchase requisition:

1. Review requisition and ensure that a contract number has been provided in the text field. If not, return requisition to Administrative Aide I/CAII and ask him/her to have the project manager enter a contract number into the requisition. If the agreement was processed/awarded prior to PWC's creation, you may have to ask for a Council Resolution or City Clerk number and provide the contract number to the project manager once you have identified the agreement. If necessary, request a copy of the agreement.

2. If the requisition is for an as-needed contract, be sure the task number has been typed in the text field or that it appears on the documents in the "attachment list". If no task number was provided, return requisition to Administrative Aide I/CAII and ask him/her to have the project manager enter a task number into the requisition.

3. If the requisition is for an A&E contract, go to the S-Drive ("Open Contracts") or to the project file cabinets and locate the corresponding contract. Verify whether a valid contract exists for the requisition. If you do not find a contract for the requisition, notify the requestor via e-mail using the standard template. If you discover that the contract has not yet been awarded, do not approve the requisition.*

4. If a contract for the requisition is found, verify that the contract has not expired by checking date in S-Drive (or Section 2.1 in Agreement). If the contract has expired, notify the project manager that an amendment or other documentation is needed to prove that the contract is still valid. Contract duration is especially critical on as-needed contracts. In any case, if the contract is expired, do not sign the requisition until you receive acceptable proof that the work related to the requisition was authorized prior to the contract's expiration.

    a. If the contract has been awarded, be sure that a vendor name has been entered in the requisition. If a vendor name was not entered, return requisition to Administrative Aide I/CAII and ask him/her to have the project manager enter a vendor name into the requisition.

    b. For one-price contracts, check to see if the requisition exceeds the total value of the contract and/or the total value of previously approved requisitions. If there is a discrepancy, request an explanation from the project manager. In some cases, departments will enter requisitions for additional work without first processing an official contract amendment for the work. When in doubt, request explanations from the project manager in writing.

        i. Also verify full encumbrance has been maintained by utilizing SAP (transaction code ME53N) to view the breakdown in the Release Order Document screen by double clicking the outline agreement number in the purchase requisition, highlighting the item line (click gray box) and then clicking on the bar chart icon (called "Release Documentation") toward the top of the screen. If the contract is fully encumbered, the

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dollar value in "Open target qty." should be **$0.00**. If there is a dollar value for "Open target qty." request that the project manager fully encumber the contract before approving any purchase requisition if the project manager does not have a valid reason for not fully encumbering their contract.

    c. For as-needed contracts, verify that the purchase requisition you have will not cause the agreement to exceed its total maximum value but utilizing SAP (transaction code ME53N) to view the breakdown in the Release Order Document screen by double clicking the outline agreement number in the purchase requisition, highlighting the item line (click gray box) and then clicking on the bar chart icon (called "Release Documentation") toward the top of the screen. The dollar value in "Open target qty." should exceed the value of your purchase requisition. If not, request that the project manager provide you with a dollar value total for all task orders issued to date and notify him/her that SAP is showing that they will exceed the value of their agreement if you approve the current purchase requisition.

5. If a valid contract is located, **enter requisition information into CIMS** (For one-price contracts, enter information in "Award Info" screen and for as-needed contracts enter information into "GRC Tasks" screen and "Comments" screen.). Note: Task orders containing both numbers and letters cannot usually be entered in the "GRC Tasks" screen. Information for these tasks must be entered into "Comments". **NOTE:** Pay attention to the numbers assigned to each task order by the client department. Each Task Order should have a unique number. Discuss exceptions with Senior or Principal Contract Specialist.)

6. Sign off on the requisition (in addition to your signature or initials, write "OK to release."+ date and time somewhere on requisition), make a one copy for yourself, if necessary, and return the original requisition to Administrative Aide I or CAII who assigned it to you.

7. If no contract is found or if you are not sure whether you have a contract for the requisition, **do not** sign off on the requisition. For final verification, review the PWC Weekly Contract Status Report with the Senior or Principal Contract Specialist to see if the agreement is close to being awarded (supervisor will advise on whether you should hold/cancel the requisition for projects pending award). If after exhausting all these options you still do not find a contract, notify the individual or individuals listed on the requisition that you need **a fully executed copy of the contract**, Comptroller's Certificate (CC), 1544/PA-2625/1472, and insurance before you can approve the requisition. In most cases, a clarification e-mail from the client department is all that is needed to verify that a requisition is related to a contract in our files.

*Purchase Requisitions for A&E contracts valued under $25K can be approved prior to the award of the contract but PWC should be in possession of contracts and insurance before the requisition is approved.

Helpful SAP Transaction Codes: ME22N, ME55, ME5A, ME53N, ME33K

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Revised 08-14-2017